



Certificate of Use Application Part 2

Before an applicant can obtain a Local Business Tax Receipt, it is necessary to first apply for a Certificate of Use. **All applicants must have Part 1 of the application approved by Planning & Zoning prior to submitting Certificate of Use Application Part 2. (\$50 processing fee required when Part 1 is submitted)**

To open a commercial business:

The following documents are required to be submitted with your application:

- Articles of Incorporation and/or Fictitious Name Certificate
- Certificate of Liability Insurance (as applicable). Must show the "City of Lauderhill" as the certificate holder
- All professional license(s) as regulated by the State of Florida, Department of Professional Business Regulators, Dept. of Health, Office of Financial Regulation, Florida Bar, etc.
- Property lease or deed, as applicable
- Broward County License
- Trespass Warning Agreement letter

To rent or lease a residential property:

The following documents are required for this process:

- Property lease or deed, as applicable
- Homestead Exemption Affidavit
- Trespass Warning Agreement letter

For a Restricted Residential Business (Home-based Business):

The following documents are required for this process:

- Property lease or deed, as applicable
- Articles of Incorporation and/or Fictitious Name Certificate
- Certificate of Liability Insurance (as applicable). Must show the "City of Lauderhill" as the certificate holder

All professional license(s) as regulated by the State of Florida, Department of Professional Business Regulators, Dept. of Health, Office of Financial Regulation, Florida Bar, etc.
Broward County License
Trespass Warning Agreement letter

FEES are calculated based on the information provided on the application. However, the actual fee will be determined after the mandatory Certificate of Use Inspection.

***** No incomplete applications will be accepted. All applications must have the required supporting documentation in order to be processed. Submittal of an application in no way reflects acceptance or approval by the City.**

Note: Fully completed applications are normally processed within 3-4 weeks

THIS IS NOT A LICENSE

You will be contacted to set up the required Certificate of Use inspection. The Certificate of Use will not be issued until the inspection has been passed.

You are prohibited from operating any business until you have received your Certificate of Use and your Local Business Tax Receipt. The issuance of a Local Business Tax Receipt is merely proof that you have paid your Local Business Tax for the privilege of conducting business and does not permit the holder to operate in violation of any laws or regulations.

It is the business owner's responsibility to guarantee that your business is operating in compliance with all local and state requirements.

City of Lauderdale – Certificate of Use Application Form Part 2

5581 W. Oakland Park Blvd., Lauderdale, Florida 33313 (954) 730-3092 or 954-714-1529

Please list your reason for submitting an application:

New Business

Renewal Application

Location Change

Business Name Change

Change of Ownership/Transfer

If you are transferring a business tax receipt, please list the previous owner or location:

Please check the box below regarding your application type:

Commercial Business

Restricted Residential (Home-Based Business)*

Rental Property**

*A renter who is operating a home-based business must obtain an approval letter from the property owner.

**** All applicants for rental property must include a letter certifying that they are not claiming Homestead exemption or complete the Homestead Exemption Affidavit included in Part 1 of the application.**

Business Name: _____

Phone: (____) _____ Fax: (____) _____

Business Address: _____ Zip: _____ Folio No: _____

Mailing Address: _____ City/State: _____ Zip: _____

***Mail returned from any mailing address will be re-delivered to the business address.**

Corporate Name: _____

Address: _____ Zip: _____

Website: _____ EIN: _____

Owner's Name: _____ Phone: (____) _____ Fax: (____) _____

Owner's Address: _____ Zip: _____

Email Address: _____

Ownership: Corporation Partnership Sole Proprietor

Minority-Owned: Yes No Women-Owned: Yes No

I understand that I cannot operate a business until I have been issued both a Certificate of Use and a Local Business Tax Receipt. Also, I understand that a Certificate of Use is subject to revocation. It is the obligation of the applicant to provide truthful information on all parts of this application packet. The City reserves the right to revoke any Certificate of Use, or close a business, if application material is omitted or falsified.

Signature _____

Title _____ Date _____

FICTITIOUS NAME REGISTRATION

All applicants must complete the following section regarding the use of a fictitious name:

FICTITIOUS NAME ACT: FS 865.09

(1) I declare that I have registered, or will register with the Division of Corporations of the Department of State, for the Fictitious Name Act.

Print Your Name _____

Print Your Fictitious Name (D/B/A) _____

(2) I do not have to comply with the Fictitious Name Act because: (Please check appropriate box)

I am using my full legal name

My business is registered as a corporation

Other (Please explain) _____

Failure to comply with the Fictitious Name Registration Provisions of Section 865.09, Florida Statutes, is a misdemeanor of the second degree and punishable as provided in Section 775.082 or Section 775.083, Florida Statutes. I understand that by signing this form, that if any of the above is not true, I will be guilty of a misdemeanor of the second degree.

Signature _____ Date _____

THIS AFFIDAVIT IS NOT THE APPLICATION FOR THE REGISTRATION OF YOUR FICTITIOUS NAME

Fictitious Name Registration Packets can be obtained at the Broward County Governmental Center, or through the Florida Department of State, Division of Corporations (850) 488-9000. Online registration can be accessed at www.sunbiz.org

For Office Use Only

Received By Finance Department: _____ Date _____

Initial Review By: _____ Date _____

Approvals: Business Tax Division: _____ Date _____
Business Tax Division: _____ Date _____
City Manager: _____ Date _____

Classifications: _____

Certificate of Use Processing Fee _____

Local Business Tax Receipt Fees: _____

BDF _____ Total \$ _____

Entered Into Genero System: _____ **Local Business Tax Receipt No.** _____



Date: _____

Lauderhill Police Department
6279 West Oakland Park Blvd
Lauderhill, Florida 33313

Re: Business/Resident Name: _____

Address: _____

Dear Sirs:

Please be advised that I am the owner of the above referenced property. I hereby grant and request the Lauderhill Police Department to warn and direct persons who are trespassing, conducting themselves in a disorderly manner, or engaged in criminal activity to leave the property, also to enforce Florida State Statute 810.09 entitled "Trespass" on or about the property.

Pursuant to the authority herein, the Lauderhill Police Department and its officers are authorized representatives of the abovementioned to enforce Florida State Statute and others about the property. It is also acknowledged that the abovementioned supports the prosecution of the arrest pursuant to this authority.

If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

Owner's Name: _____

Title/Phone Number: _____

Sworn to and subscribed before me this

Date: _____

Signature of Notary Public-State of Florida

Print, Type or Stamp Name of Notary Public

_____ Personally Known to Me, or

_____ Produced Identification:

Type of Identification: _____

(FOR RENTALS ONLY)

HOMESTEAD EXEMPTION AFFIDAVIT

Date: _____

Owner's Name: _____

Property Address: _____

Pursuant to Sections [193.155 \(9\)](#) and [196.161](#) of the Florida Statutes, owners who intentionally cheat on Homestead and other exemptions will have a tax lien placed against their properties, be back taxed for up to ten years (as applicable), be required to pay a substantial penalty (50% of the unpaid taxes for each year) and pay interest at a rate of 15% per year.

This affidavit is hereby made to confirm that I am not claiming homestead exemption on the property listed above. I further declare that if this information should happen to change I will immediately notify the City of Lauderhill.

Applicant's Signature